

ANNUAL PROCUREMENT PLAN (APP)	
ADMINISTRATION/DEPARTMENTAL ELEMENT SEQUENCE # ACTION DESCRIPTION	

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[illegible]

REMARKS

INSTRUCTIONS FOR COMPLETING APP FORM

Administration/Departmental Element. Indicate the OA submitting the APP (e.g., MARAD, OST, NHTSA).

SEQUENCE NO. List actions numerically and in sequence for each office within the agency component (e.g., 01, 02, , , ,). When the submission is a revision, add "REV" and the number of the revision to sequence No. 01.).

ACTION DESCRIPTION. Clearly describe the item(s) to be purchased, the nature of the program involved (if applicable), the title or name identifying the supplies or services (if applicable), and the quantity(s) to be procured. For example, an item description such as "Technical Support Services" is not sufficient since it does not describe the nature of the program or adequately describe the services. A more accurate description is "Technical Support Services to study the infrared capabilities of the AN/SLQ-30 detection systems." Insert an asterisk after the paragraph title when an update to the paragraph is made. When an update is made to one or more of the following columns, insert an asterisk next to the column number having the change.

COLUMN 1 - CONTRACT INFORMATION SYSTEM (CIS) OFFICE NUMBER. Enter the CIS number of the cognizant procuring office. (See DOT Order 1340.5 series).

COLUMN 2 - DOLLAR RANGE. Check the appropriate number to indicate the dollar range of the total action (i.e., include the value of any options). For indefinite delivery type contracts enter the estimated contract value (including option).

COLUMN 3 - CONTACT POINT/PHONE NO. Enter (1) the name and (2) the phone number (state if FTS) of the cognizant contracting officer or SDBUS for the acquisition.

COLUMN 4 - SOLICITATION METHOD. Check appropriate block: (1) Sealed bid (SBID), (2) Negotiated (Neg), or (3) Other, (State what).

COLUMN 5 - COMPETITION. Check the appropriate block: (1) Competitive (C) - limited or full and open, (2) Noncompetitive (NC), (3) 8(a) Competitive, (4) 8(a) noncompetitive, or (5) Other.

COLUMN 6 - FISCAL YEAR (FY)/QUARTER (QTR) OF PROCUREMENT REQUEST. Enter which FY (e.g., 94) and QTR (i.e., 1, 2, 3, or 4) the procurement request will be provide to the contracting office.

COLUMN 7 - FY QTR OF SOLICITATION. Enter which FY (e.g., 94) and QTR (i.e., 1, 2, 3, or 4) the solicitation will be issued.

COLUMN 8 - FY/QTR OF AWARD. Enter which FY (e.g., 94) and QTR (i.e., 1, 2, 3, or 4) the award will be made.

COLUMN 9 - SET-ASIDE. Check the appropriate block to indicate the type of set-aside: (1) 8(a), (2) Small Business (SB), (3) Labor Surplus Area (LSA), (4) SB Competitiveness Demonstration Program (CDP), or (5) not applicable (N/A).

COLUMN 10 - ADVISORY/ASSISTANCE SERVICES. Check the appropriate block to designate (1) if the acquisition is for advisory and assistance services or (2) if the acquisition is not for advisory and assistance services. (See OMB Circular A-120, Guidelines for the Use of Advisory and Assistance Services, dated January 4, 1988).

COLUMN 11 - DELEGATION OF PROCUREMENT AUTHORITY (DPA). Check if the DPA will be requested from (1) DOT, (2) GSA, or (3) Not applicable (N/A). (See FIRM 201-23.10).

A signature (approval) and a date block may be added to the bottom of the APP if the OA determines it necessary.

REMARKS: Include dates of the basic effort and each option year, (if any), whether the effort is a follow on, continuation, or new effort, and other pertinent information regarding the procurement (e.g., status, relationship with other actions, major acquisitions, women-owned business, disadvantaged business enterprise).